

*This information was posted 12 October 2007.*

## SELF-SERVICE DA FORM 3355 Q&A

### References:

- AR 600-8-19, Enlisted Promotions and Reductions, 11 July 2007.
- MILPER Message 07-259, ENLISTED PROMOTIONS AND REDUCTIONS, PROCEDURAL GUIDANCE FOR IMPLEMENTING THE SOLDIER SELF-SERVICE DA FORM 3355 Issued: [10/04/2007]. <https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=437078>

### QUESTIONS AND ANSWERS

#### **Question 1: Are promotion orders still required, and if so who cuts the orders?**

**Answer 1:** Promotion orders are still required, and are cut by the agency that does them now. This change only allows Soldiers to put in some of the points in the administrative categories. The authorities and functions of orders production agencies/staffs remains largely the same.

#### **Question 2: What happens to the old manual promotion packet, does the MPD need to keep any documentation?**

**Answer 2:** Maintenance of the DA Form 3355 at the MPD/Brigade S1 (for PSDR) is no longer required as the system (automated) is the repository. The MILPER Message outlines those items that must be maintained by the MPD or equivalent. You may return the promotion packets to the Soldiers as they are no longer required for filing or maintenance by the MPD or S1 offices. Again, the message spells out which documents must be maintained in your files.

#### **Question 3: Is the ERB going to be the new sole source document now? What about items not listed on the ERB that still provide points such as COA's and military courses?**

**Answer 3:** The ERB has always been a viable source document, and is even more critical now. Items not listed on the ERB, such as a COA are maintained by the Soldier. They will have to produce any source documents if audited or if in question by their chain of command.

#### **Question 4: What about verifying civilian education with transcripts?**

**Answer 4:** All civilian education must have the accreditation that has always been required. Once the education center or S1 validates the school/transcript the Soldier may add subsequent course points/hours for that institution on the 3355. Again, if audited, must produce source documents.

#### **Question 5: Without a promotion packet for us to base the points off of. How will the initial points be entered into EDAS now?**

**Answer 5:** Initial points, and subsequent point entries, will either be pulled automatically from the ERB or added to the ERB then pulled once the data is saved. For points such as commander and board points, they are pulled once the S1 or equivalent office enters them as authorized. Total promotion score will be calculated within the 3355 and then update the score in TAPDB (EDAS).

#### **Question 6: Does the MPD/Bde S1 still pull C-10's from EDAS to pass out to our units each month, and does the MPD/Bde S1 still pull By-Name list from EDAS each month to do promotions?**

**Answer 6:** Yes, MPD/Bde S1 still performs these functions.

#### **Question 7: AUDIT REPORTS: Does the MPD/Bde S1 still do monthly audits as stated in the Reg or will the individual units have to do their own? What will trigger an audit report and when will the first be available? How will the audit report look, will it include the Soldier's DA FM 3355 so we can see what the Soldier has been awarded? Who will receive and be required to take action on the audit report; Bn/Bde S1, Soldier; PSB'S if the brigades have not yet gone PSDR?**

**Answer 7:** S1 or Promotion work center that holds promotion packets, will conduct audits per the message (by pulling down the monthly audit report per the message). The audit report will contain a Soldier's unit, current promotion points and date, previous promotion points and date, and type of audit and other pertinent information. The Soldier will be required to bring in all documents for those promotion points they added. The S1 or equivalent

work center will have access to the online 3355 to verify what was added. Audits will be posted on or about the 20<sup>th</sup> of each month.

**Question 8: For units that do not fall under PSDR and do not have HR clerks, how do we have them process their paperwork without having to go TDY to their parent unit? (i.e., VETCOM)**

**Answer 8:** As far as non PSDR units, they would process it the way they always have within the context of the new message.

**Question 9: Do we (MPD) still process flag removals and ETP's? None of the units that we serve have EDAS.**

**Answer 9:** Your MPD will still continue to execute flags and ETPs as you always have.

**Question 10: My unit is scheduled to hold a promotions board for the month of November. Does the board have to be conducted prior to the 8th of the month utilizing the new procedures?**

**Answer 10:** That is correct. IAW the message, you have from the 20th of Oct to the 8th of Nov to conduct the board, have the promotion authority sign the proceedings, and the S1 to input the points. When the S1 inputs the board and commander points, that will activate the Soldier's 3355 and allow him to save the points he is authorized to add to the TAPDB to affect change to his record. It is important to note (and educate your units) that not only must the board be held, but time must be allowed for the signature process and the S1/PROM to input the points prior to the 8th. Since we are allowing boards to be conducted starting the 20th of the preceding month, the time frame for holding the boards has shifted to the left on the timeline, but is still the same amount of time as the current system.

**Question 11: Is this the new system that we saw proposing the removal of commander & board points & increasing the education & deployment component?**

**Answer 11:** No, it is not. DIMHRS will be implemented in October of 2008, and that is the system that will eliminate the commander and board points.

**Question 12: Is the requirement to verify points when a Soldier makes cut-off still a valid requirement and if so who is responsible?**

**Answer 12:** The only requirement when the Soldier meets the cutoff score is to ensure they are otherwise eligible. This includes ensuring they are not flagged, and that they have a valid APFT (12 months, or Commander's memo if deployed). There is no requirement to verify scores, and to do so would indicate that something was not entered in the system correctly initially. In that the score is based on the Soldier's record, it's critical that data entries - right up front - be done accurately. Once the Army sees the score, there is an expectation that all Soldiers selected be promoted - unless they are not qualified at the time of selection. The new system does not change that.

**Question 13: Does the Promotion Work Center still serve as point of contact to HRC?**

**Answer 13:** Yes.

**Question 14: Are there any changes to the ETPs procedures?**

**Answer 14:** No changes.

**Question 15: Will the EDAS transaction remain with the PWC and/or shift to the battalion/brigade?**

**Answer 15:** No change to transaction processing based on this message, whoever does it now will continue to do so.

**Question 16: How are boards going to be held between 20 Oct and 8 November when the AAA-294 has probably not as yet been modified to reflect the changes in criteria for TIG and TIS for board appearance indicated in Table 3-3 of this message?**

**Answer 16:** We released a message yesterday, that all units must re-print the AAA-294 if they had produced it prior to 10 October 2007. The programming now reflects the new TIS/TIG requirements for board appearance and selection.

**Question 17: Why is the promotion work center required to maintain the authenticated AAA-294, DA Forms 3356 and DA Forms 3357 and the DA Forms 4856 (Developmental Counseling Form) for non-recommended Soldiers when, according to Table 3-7, Step 4, the BNHR is required to maintain the originals of these same documents?**

**Answer 17:** The work centers that formerly maintained DA 3355 and related source documents now are only required to maintain the documents listed in the question above. The MILPER message was written with the intent of changing what documents are retained, not the location. File maintenance locations remain the same.

**Question 18:** What is the procedure for Soldiers adding additional points following their board appearance? Once they have updated their DA Form 3355 or affected changes through ERB updates, do they notify the BNHR personnel who then provide this information/ documentation to the PSDR Bde S1 or promotion workcenter to update EDAS with the additional points?

**Answer 18:** The intent of this program is to allow Soldiers to quickly add points they have accumulated to their promotion point total in TAPDB (EDAS). If the Soldier adds points by updating his ERB, no further action is required. The action taken in EMILPO to update the ERB will generate point additions to the promotion file. If the Soldier adds points thru the 3355, then they still must submit those points (documents) to have the ERB updated. This program allows those points to be added immediately by the Soldier, and then have records updated as mission parameters allow.

**Question 19:** What is the time-frame (days of the month(s)) for the additional points added by the Soldier to be input into EDAS in order for them to be valid for the following month's cut-off scores and starting what month does this become effective?

**Answer 19:** The Soldier may add points at any time. If the Soldier adds points subsequent to board appearance and record activation has taken place, if those points are added prior to close of business on the 8<sup>th</sup> of the month, those points will be valid for the 1<sup>st</sup> day of the following month. If they miss this date, the points will become valid the first day of the next month. Beginning this month, all points fall into this system. So, all points added from today (11 Oct, 2007) on, will affect 1 December promotion scores. As long as points are entered before COB on 8 November, they will also be included in 1 December promotions. Entries after 8 November will affect 1 January, 2008 promotions.

**Question 20:** Will the AAA-294 report be modified to reflect the 5 categories that comprise the duty performance points?

**Answer 20:** The intent of the allowance to write the score directly on the AAA-294 was intended to save the unit work. However, if it is more efficient for your unit to continue producing a memorandum, that is fine too.

**Question 21:** Can EDAS input for promotion boards be input anytime between the 20th of the preceding month and the 8th day of the recommended month or should EDAS input only be done between the 1st and 8th days of the recommended month (i.e., will EDAS accept input using a future month)?

**Answer 21:** Points are calculated and updated through the 3355. Points can be updated at any time through the 3355, however, points must be entered prior to the 8<sup>th</sup> of the month in order to be effective for the first day of the following month. Points will no longer be added through EDAS input, so that question does not apply here.

**Question 22:** How does the Soldier who is in an Active Airborne Slot get the 20 points vs. the 5 points for being airborne qualified?

**Answer 22:** Any Soldier with an SQL of P, V, or S, will have the option (a radio button) to select the corresponding badge (Parachutist, Senior, or Master), but must be in a valid airborne slot on the Unit Manning Roster before they will be awarded the positional points.

**Question 23:** MILITARY COURSE CREDIT. I have found packets where the Soldier was given points for military courses less than 40 hours and the courses were not consolidated on one form as required by AR 600-8-19, para 3-46b. If it appears on the ERB it will appear on the automated 3355 and award the Soldier points. Are we going to delete that requirement from the regulation?

**Answer 23:** Consolidating DA Forms 87 on one form is not a requirement. Soldiers add each Certificate of Training as they are completed and the 3355 automatically calculates the total points for that training.

**Question 24:** Does the MPD/Bde S1 update EDAS with whatever promotion points are currently in EMILPO at this time, including current Weapons, APFT, Awards and Education (not previously added with a reevaluation) after 11 Oct 2007, BUT PRIOR TO returning the Promotion Packets back to the Unit S-1's, or will eMILPO automatically update the points based on what is in the system?

**Answer 24:** EMILPO will update the 3355. The 3355 will update the point total in TAPDB. Whatever is on the ERB will be calculated, indicating current APFT, weapons, etc. that is reflected on the ERB. **Updating the 3355 does NOT update the ERB.**

**Question 25:** In order to ensure accuracy, are there any area's that the MPD promotions clerk's need to monitor to ensure that the points in fact have changed in the system, and are the correct promotion points for the Soldiers during this changeover process?

**Answer 25:** During this period, it is imperative that records added to the ERB are accurate, as that is the primary source document from which points are generated. Ensuring Soldiers are not flagged, and have a current APFT (within 12 months, or commander's memo) when selected for promotion is a continuing focal point as required by the regulation.

**Question 26:** CAN AUTO INTEGRATED SOLDIERS ADD POINTS? As I read the message, it looks like the input of the board points triggers the DA FM 3355 so the Soldier may add more points. I presume that is how you keep the auto integrated Soldiers from updating a DA FM 3355, since they are technically promotable.

**Answer 26:** Soldiers in the grades of SPC and SGT will be able to view and make updates to the DA Form 3355 regardless if they are in a promotable status. The points will not count towards promotion until board points and commander points are entered by the Bn HR Specialist. ALI Soldiers will be able to update the DA Form 3355 and save points, however the points will not update TAPD until they have been recommended by a commander and appear before a promotion board. As stated above the Bn HR Specialist will have to enter the board points and commander points prior to an ALI Soldier being allowed to add points to the TAPDB.